



Georgiana Manole-Andrei

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Nationality: Romanian

WORK EXPERIENCE

[11/2020 – Current] **Human resources officer**

Supply, Housekeeping and Repair Base - National Administration of Penitentiaries

City: Jilava

Country: Romania

Main activities and responsibilities:

- recruiting new staff;
- making sure that staff get paid correctly and on time;
- managing pensions and benefits administration;
- organising staff training;
- monitoring staff performance and attendance;
- verifying that candidates have the right to work at the organisation;
- advising on disciplinary and employee performance problems.

[01/2019 – Current] **Assistant lecturer**

National University of Political Studies and Public Administration

City: Bucharest

Country: Romania

Main activities and responsibilities:

Associate teacher - Sociology:

- making assignments to students;
- preparing course materials;
- administering examinations;
- assessing student performance;
- tutoring students and determining course grades.

Temporary activities:

- guiding students regarding the fields and activities they need to carry out during the internship;
- evaluation of the practice files and the information accumulated by the students during the activities;
- assistance for communication with students who take the written exam for bachelor's and master's degrees (2019-2020, 2020-2021 academic years);
- providing information to meet students' needs, in WhatsApp groups (undergraduate and master's cycle);
- organization of master's admission activities.

Coordination activities:

- co-supervised graduation work coordination (undergraduate cycle) - The role of parents' interpersonal communication skills in carrying out the online education process during the COVID-19 pandemic.

[08/2017 – Current] **Management assistant - Managerial control**

Supply, Housekeeping and Repair Base - National Administration of Penitentiaries

City: Jilava

Country: Romania

Main activities and responsibilities:

- Elaboration of operational and system procedures, at the level of the Monitoring Commission;
- Checking the procedures drawn up by the other departments within the public entity, their registration and records;
- Centralization and preparation of management plans and programs, risk registers, risk response plans, reports on their implementation and other documents requested on the line of managerial control.

[01/2017 – 12/2020] **Management of emergency situations officer**

Supply, Housekeeping and Repair Base - National Administration of Penitentiaries

City: Jilava

Country: Romania

Main activities and responsibilities:

- Preventing emergency situations by implementing legal measures;
- Theoretical and practical staff training;
- Analysis and permanent management of the risk factors;
- Equipping and maintaining the technical means of fire protection at designed parameters;
- Elaboration of decisions, plans, procedures and other documents specific to the management of emergency situations;
- Collaboration with counterparts from the territory and from the National Administration of Penitentiaries, with local public administration authorities and with specialists from the "Dealul Spirii" Bucharest-Ilfov Emergency Situations Inspectorate.

[07/2015 – 06/2016] **Marketing specialist**

S.C. Medical Cleaning S.R.L.

City: Bucharest

Country: Romania

Main activities and responsibilities:

- creating specific materials for business to business activities;
- creating and distributing press releases and information notes;
- creating a marketing and PR plan;
- developing market studies.

EDUCATION AND TRAINING

[01/2019 – Current] **Phd student in communication studies**

National University of Political Studies and Public Administration <http://doctorat.snspp.ro/>

Address: Bvd. Expozitiei, No. 30 A, Sector 1, Bucharest, Romania

[09/2015 – 07/2017] **Master in Project Management**

College of Communication and Public Relations - - NUPSPA <http://comunicare.ro/>

Address: Bvd. Expozitiei, No. 30 A, Sector 1, Bucharest, Romania

[09/2012 – 07/2015] **Bachelor in Communication and Public Relations**

College of Communication and Public Relations - NUPSPA
<http://comunicare.ro/>

Address: Bvd. Expoziției, nr. 30A, Sector 1, Bucharest, Romania

[08/2008 – 06/2012] **Technician in economic activities**

Economic College "Virgil Madgearu" <http://www.madgearu.ro/>

Address: Bvd Dacia, nr. 34, Bucharest, Romania

LANGUAGE SKILLS

Mother tongue(s): Romanian

Other language(s):

English

LISTENING B2 READING C1 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

French

LISTENING A2 READING B1 WRITING A2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

DIGITAL SKILLS

My Digital Skills

Microsoft Office | SPSS Statistics | Corel

COMMUNICATION AND INTERPERSONAL SKILLS

Skills and competences in communication

High communication skills acquired by completing studies in the field, by participating in competitions and conferences.

Teamworkskills

Distributive attention and teamwork within the work department but also within the project teams formed during the studies.

Organizational skills and competences.

Good organizational skills acquired as a result of carrying out position-specific activities (competitions, organization of the activities of the staff from the intervention group in emergency situations and the staff from the management of services/offices/ compartments in the activities of internal managerial control). Also, the skills were acquired by guiding students in admission and graduation activities, coordinating an

academic paper, managing study group activities during the college years, organizing events and subject-specific projects during the study years.

DRIVING LICENCE

Cars: B

ALTE CALIFICĂRI

[2019 – 2020] **HR inspector**

Bestcor Training Center

[2019 – 2020] **Civil protection inspector**

Bestcor Training Center

[2016 – 2017] **Fire prevention and extinguishing specialist**

Compania de stingeri și intervenții SA.

[2011 – 2012] **Technician in economic activities**

Colegiul Economic V. Madgearu.

PUBLICATIONS

[2021]

Media Representation of Coronavirus in Romanian Online Press. National, European, and International Themes

https://scholar.google.com/citations?view_op=view_citation&hl=en&user=VBO4qRcAAAAJ&citation_for_view=VBO4qRcAAAAJ:u-x6o8ySG0sC

Media Representation of Coronavirus in Romanian Online Press. National, European, and International Themes (coautor cu Florinela Iulia Mocanu).

[2016] **Stima de sine și motivația autorealizării**

https://scholar.google.com/citations?view_op=view_citation&hl=en&user=VBO4qRcAAAAJ&citation_for_view=VBO4qRcAAAAJ:u5HHmVD_uO8C

Stima de sine și motivația autorealizării (co-authors: Elisa Leonte, Lucian Micliuc and Florinela Iulia Mocanu) in Communication and social perception, Bucharest: Comunicare.ro, 2016.

[2015]

The 2014 European Elections Campaign as broadcasted by Antena 3 TV Channel

https://www.researchgate.net/publication/361447041_The_2014_European_Elections_Campaign_as_broadcasted_by_Antena_3_TV_Channel

The 2014 European Elections Campaign as broadcasted by Antena 3 TV Channel, în *The Europe we voted for: National and European topics of the 2014 elections for the European Parliament*, Bucharest: Comunicare.ro, 2015

CONFERENCES AND SEMINARS

- [07/04/2022 – 08/04/2022] **International conference "Crisis Communication and Conflict Resolution"**
Babeş-Bolyai University, Cluj-Napoca
The analysis of universities` messages during the first and the last part of the coronavirus crisis and the first part of the Ukraine crisis.
- [16/12/2021 – 17/12/2021] **International Conference "Global Economy Under Crisis"** Ovidius University, Constanța
Media Representation of Coronavirus in Romanian Online Press. National, European and International Themes 2020.
- [26/05/2021 – 29/05/2021] **Semiosis in Communication** National University of Political Studies and Public Administration, Bucharest
Media Representation of Coronavirus in Romanian Online Press. National, European and International Themes 2020.
- [15/10/2020 – 16/10/2020] **STRATEGICA International Academic Conference** National University of Political Studies and Public Administration, Bucharest
Emotional Competence: predictors and differences between professions
- [10/09/2020 – 11/09/2020] **Graduate Conference in Communication. Interdisciplinary Approaches**
National University of Political Studies and Public Administration, Bucharest
Media Representation of Coronavirus in Romanian Online Press. National, European and International Themes 2020
- [04/2015 – 04/2015] **The session of scientific communications CCPR-NUPSPA** National University of Political Studies and Public Administration, Bucharest
Stima de sine și motivația autorealizării
- [04/2014 – 04/2014] **The session of scientific communications CCPR-NUPSPA** National University of Political Studies and Public Administration, Bucharest
Integrarea studenților de etnie romă în sistemul de educație superior

HONOURS AND AWARDS

- [2018] **Employee of the year Awarding institution:** Supply, Housekeeping and Repair Base
- [06/2017] **Head of promotion - Master "Project Management" Awarding institution:** Școala Națională de Studii Politice și Administrative
- [05/2015] **First prize of the scientific communication session Awarding institution:** College of Communication and Public Relations - NUPSPA

Winner of a scholarship for young entrepreneurs Awarding institution: ASOCIATIA CITYAUDIT RO

The competition was held within the program POSDRU/156/1.2/G/140719 "Development of the entrepreneurial spirit and increased professional skills for students from the Bucharest Ilfov Region". The proposed business plan was "Organic Blueberry Farming and Patentable Blueberry Processed Products".

PROJECTS

- [12/2020 – Current] **Publication in a laboratory volume in the field of communication sciences**

Member of "Dark triad vs. Light triad of personality: background and effects at the individual and organizational level" project - *Social Cognition & Communication of Emotions Lab*, author of the chapter named *The connection between closed work environment behavior and the characteristics of the light triad, which are closely related to interpersonal communication skills*. The paper shows the connection between the characteristics of the work environment of a total institution and the positive personality characteristics measured by the Light Triad.

- [10/2018 – Current] **PhD thesis în Communication Sciences**

The name of the thesis is *Communication in the penitentiary environment, the specific work environment and their influence on emotional intelligence level of employees. This paper aims to show the aspects related to communication among prison staff, the literature focusing mainly on inmates. I consider that this topic is important because I noticed that there is a gap in literature about the effects of a total institution, like the penitentiary, on the employees communication competences. The three research reports have been submitted, the pre-presentation and the final paper will be planned for 2023.*

NETWORKS AND MEMBERSHIPS

- [2018 – Current] **Social Cognition & Communication of Emotions Lab**

The connection between closed work environment behavior and the characteristics of the light triad, which are closely related to interpersonal communication skills.

[10/2015 – 07/2017] **Project Management Institute**

[2014 – 2015]

The laboratory for the study of identity and image in the Communication Research Center

Research assistant in the Laboratory on the study of identity and image from the Communication Research Center/Faculty of Communication and Public Relations (two projects: one on national, national-European and European identity and one project that consisted in monitoring the ethno-image of Romanians in national press)

[01/2014 – 05/2014] **D&D Research**

Internship in the company D&D Research - conducting interviews with the communication departments of various companies regarding the collaboration they have with advertising, PR and media agencies.

[2012 – 2013] **Connections Magazine**

Editor of Conexiuni magazine from the Faculty of Communication and Public Relations, National School of Political and Administrative Studies for a period of four months in 2013.